

City of Burlington / 2013 CDBG Application Form

Project Name: Emergency Shelter Kitchen Renovation

Project Location / Address: Shelter is a confidential location in Burlington-05401

Applicant Organization / Agency: Women Helping Battered Women, Inc

Mailing Address: PO Box 1535 Burlington VT 05402

Physical Address: 294 North Winooski Ave, Burlington VT 05401

Contact: Annie Paumgarten Title: Grants Manager Phone #: 802-658-3131 x1065

Web Address: www.whbw.org Fax # 802-658-3832 E-mail: grantsmanager@whbw.org

EIN #: 03-0283657 DUNS #: 162200463

CDBG Funding Request: \$19,141

1. Type of Organization

☐ Local Government

☐ For-Profit Organization

☐ Faith-Based Organization

☒ Non-Profit Organization (please provide copy of your
IRS 501(c)(3) tax exemption letter)

☐ Institution of Higher Education

2. Conflict of Interest: ☒ Please complete and sign attached form.

3. List of Board of Directors: ☒ Please attach.

Certification

To the best of my knowledge and belief, data in this proposal are true and correct.

I have been duly authorized to apply for this funding on behalf of this agency.

I understand that this grant funding is conditioned upon compliance with federal CDBG regulations.

I further certify that no contracts have been awarded, funds committed or construction begun on the proposed program, and that none will be prior to issuance of a Release of Funds by the Program Administrator.

Signature of Authorized Official

Jane A. Van Buren
Name of Authorized Official

Title

Date

I. Demonstrated Need

1. Project Narrative: Provide a description of the project/program to be funded with CDBG. (Refer to NOFA for required information in this section.)

Community Need: The HUD 2012 Continuum of Care Summary of Homeless Persons by Subpopulations tells us that on January 26, 2012 there were **119 individuals** sheltered in Burlington (57% of total number of people in shelters) as a result of **domestic violence**. Women Helping Battered Women is the only service provider in Chittenden County working specifically with victims of domestic violence and their children.

Program Description: WHBW provides housing on a continuum ranging from: emergency shelter to longer-term housing. Most usually, the initial contact victims and their children have with our programs is to call the hotline and be screened for placement in our confidential emergency shelter, a turn of the century home in Burlington which can sleep 19 people. This application is to request funds to renovate the kitchen at the emergency shelter. The existing kitchen is 27 years old, with broken cabinets, lack of counter space and a dishwasher that does not function. There is one old refrigerator which does not come close to meeting the need for space. The renovation will create enough space for 2 new refrigerators. Up to 19 people use the kitchen on any given day and the need to provide an adequate kitchen is pressing.

Program Operations: The Emergency Shelter program is managed by the Shelter Coordinator. Available to residents while living at Shelter are WHBW's "wrap – around" services including: Therapeutic Children's Programs, Employment Training, Financial Counseling and Legal Advocacy, Support Group and a Legal Clinic. The Coordinator is supervised by Jennie Davis, MPA Director of Programs.

Addressing Identified Need: The Shelter program has remained an active service over the years in response to an identified community need. The HUD point in time data demonstrates clearly the need. Victims of domestic abuse with no place to turn, sometimes with only the clothes on their backs are able to receive shelter, stabilize and plan a future all the while receiving supportive service from our highly qualified staff.

Who benefits? Domestic Violence affects entire communities including: places of employment, schools, places of worship and most directly the individuals being abused. Thus, when services are available to house and support victims and transition them to safe, affordable permanent housing the entire community benefits.

2. Innovation

a. What new programs and/or services will be provided as a result of CDBG assistance?

The CDBG development project funds will enable WHBW to renovate and enhance our existing kitchen. Up to 19 people at any given time are using a kitchen which is 27 years old. There is inadequate space, old and faulty appliances and broken cabinetry.

b. How will existing programs and/or services be expanded as a result of CDBG assistance? Use actual numbers to demonstrate expansion. n/a

c. Are there other programs in the community that address similar issues? Yes No If Yes, how is this proposal different?

n/a

II. Proposed Outcomes

1. How will this project/program impact individuals and contribute to the City's anti-poverty strategy?

The component of the city's anti-poverty strategy with which we have the greatest impact is: **meeting basic needs and stabilizing living situations**. Domestic violence is more than physical battering. Victims of on-going abuse have frequently lost their jobs due to injury and poor attendance, or have been forced by their abuser to stay out of the workforce; have poor or nonexistent credit; have very low self-esteem and many live with post traumatic stress disorder. At WHBW we assist in meeting basic needs of food and shelter, transportation and clothing and emotional support. We provide stable, supportive housing and for residents of Sophie's Place or our scattered site locations we provide access to Section 8 Vouchers. We also provide assistance in employment readiness, credit repair and budgeting.

2. List your goals/objectives, activities to implement and expected outcomes (# of units, # of individuals, etc.)

Goal/Objective	Activity Funded	Outcomes
To renovate the existing kitchen in the emergency shelter. The current kitchen has not been renovated in 27 years.	CDBG funds will be used to purchase "built-in appliances" – a microwave/range hood unit and a dishwasher. The funds will also be used to replace the cabinets and renovate existing space to create more room to store food and pots and pans. Very importantly the funds will allow us to create the space in the kitchen for two refrigerators, which is desperate need.	Burlington residents fleeing domestic violence have access to a fully functioning, adequate communal kitchen while staying on the emergency shelter. The new kitchen will have more counter and cupboard space, and ample refrigerator room.

III. Experience / Organizational Capacity

1. What is your agency's mission, and how do the proposed activities fit with your mission?

Our mission is to assist in the transition to a safe, independent life for all those who have been affected physically, sexually, emotionally, or economically by domestic abuse. We work daily to promote a culture that fosters justice, equity and safety. The safe, supportive, and sustainable housing accessed through the Safe Tonight Program is an absolutely essential ingredient for a safe and independent life. A renovated kitchen will create a comfortable and clean communal kitchen for all residents .

2. How long has your agency been in operation? 39 years; we were founded in 1974.

3. What programs and services do you offer?

Since 1974, Women Helping Battered Women has responded to the high level of need in Chittenden County for

services which house, support, counsel and advocate for victims and survivors of domestic abuse. The following programs were all developed in response to a need for services to address specifically the unique situations of victims and their children.

The Children and Youth Services Program offers crisis intervention, and advocacy for the rights and needs of children who are staying in the shelter, or are participating in one of our programs and/or are living in the community. Other services include childcare, recreational activities, training in schools, and support for parents, and educational/therapeutic playgroups for pre-and school-aged children.

The Legal Advocacy Program provides support to victims of domestic violence as they navigate complex legal systems such as Family and District Court, law enforcement and the Department of Corrections. Legal Advocates provide information about laws related to domestic violence, the court process and legal options. The Legal Program also offers a free weekly legal clinic where volunteer attorneys provide legal advice to individuals who have been impacted by domestic violence.

The **Hotline Program** is a 24/7 service that functions as the first tier of response to survivors in need. The hotline staff and trained volunteers provide crisis intervention, safety planning, emotional support, options counseling, referrals to agency programs, and proactive advocacy to survivors, as well as their families, friends, and the community in general. This year, we expanded the daytime hotline to our public office enabling us to have “drop-in” hours.

The **Safe Tonight: Emergency Services Program** meets the immediate need for safe housing as well as advocacy and support for survivors fleeing domestic violence. While residing with us, staff provides survivors with referrals to, and advocacy with, social service providers in the community and assist in the search for safe and affordable housing using individualized housing search plans. In addition to these services WHBW offers a weekly support group open to all survivors of domestic abuse. The shelter is located in Burlington and is staffed 24 hours a day, seven days a week. The goal of Emergency Services is to stabilize victims of trauma and provide them with the support and advocacy they need to stabilize their lives. Residents have weekly house meetings and are invited to participate in the emotional support group. They meet with WHBW staff to create safety plans, housing plans and to begin to work on credit repair and financial management. If they need to find employment they can meet with the employment advocate and begin the job search process.

The **Economic Justice Program** works with individuals and systems to break down the barriers that prevent survivors from accessing crucial economic resources. Our work includes direct advocacy with; for example, the state benefits offices, employers, credit card companies and banks, landlords, etc. We also provide emotional support, options counseling and referrals as well as a focus on systems advocacy at the local and statewide level. The lack of access to affordable safe housing, stable income or employment, health insurance, transportation and other basic economic needs narrows the options for many victims. This program also manages our **Transitional Housing Program**. We operate an 11-unit apartment building in Burlington where victims and their children can live for up to 2 years, accessing all of our services. We also provide rental assistance funds and have an Employment Advocate on staff who is available to assist victims in preparing a resume, practicing interview skills and finding suitable employment options.

The Safe at Work Network is a new workplace initiative that engages the business community in a proactive approach in addressing domestic violence. Women Helping Battered Women is building a network of companies and organizations in Chittenden County, who acknowledge the seriousness of domestic violence and recognize that domestic violence affects their workplaces. These companies have agreed that Domestic Violence is a serious threat to not only the direct victims, but co-workers, and even potentially the bottom-line of their business. The goals of the Safe at Work Network are to: Reduce harm to victims; Improve workplace safety; Decrease workplace isolation for victims; Help businesses pro-actively prepare for and respond to domestic violence in the workplace; and

ultimately, Create a safer and stronger community.

Lastly, the **Education and Outreach Program** provides Chittenden County residents with information and awareness about domestic and dating abuse and WHBW's programs and services. Outreach is done in a wide variety of settings in the community such as public/private events, high schools and colleges, technical schools, Fletcher Allen Healthcare and Community Health Centers and much more.

4. If you plan to pay for staff with CDBG funding, describe what they do in relation to the specific service(s) / activity(ies) in your Project Narrative.

Specific Service / Activity	Position/Title	Work Related to CDBG-Funded Activity	# of Hours per Week spent on this Specific Service / Activity	% of Hours per Week spent on this Specific Service / Activity to be paid with CDBG
n/a	n/a	n/a	n/a	n/a

5. Explain how your agency has the capacity to carry out the proposed activity (i.e., staff qualifications and years of experience related to this type of activity, etc.)

WHBW has a long term business relationship with Caleb Construction, a firm that has completed many renovations and repairs to the emergency shelter over the years. For all major projects, such as this one we send out the specs to bid. Caleb Construction was selected. Wanda Bezio, Director of Finance and Administration will oversee the project and work with Caleb on specifications and deadlines. Wanda has worked with WHBW for 23 years and is experienced in facilities management.

6. Have you received Federal or State grant funds in the past three years? X Yes ___ No

7. Were the activities funded by these sources successfully completed? X Yes ___ No
If No, please explain:

IV. Proposed Low & Moderate Income Beneficiaries / Commitment to Diversity

1. Will the program target any specific group of people? (check one below):

☐ Abused Children
 ☐ Elderly (62 years +)
 ☐ People with AIDS
☒ Battered Spouses
 ☐ Homeless Persons
 ☐ Illiterate Adults
☐ People with Severe Disabilities

2. For your proposed project, please estimate how the Burlington residents will break out into the following income categories. Use the Income Table at <http://www.burlingtonvt.gov/cedo/cdbg/2012-HUD-Income-Limits>.

Service / Activity	Unduplicated Total # of Burlington HH / Persons to be Served	# Extremely Low-Income	# Low-Income	# Moderate-Income	# Above Moderate-Income

Emergency housing is provided to victims of domestic violence fleeing from their homes	265 adults 198 children	239 adults 178 children	26 adults 20 children	0 0	0 0
Staff provide comprehensive services to victims of domestic violence in emergency housing	265 adults 198 children	239 adults 178 children	26 adults 20 children	0 0	0 0
Staff works with victims of domestic violence to find permanent housing	103 adults 134 children	93 adults 121 children	10 adults 13 children	0 0	0 0

3. Explain how the target population is selected, qualified and monitored. Most service users access the services at Women Helping Battered Women for the first time by calling our 24/7 confidential hotline. The hotline screens callers for emergency shelter placement, and/or refers the caller to the appropriate program – such as Economic Justice, Legal, Children. To qualify for emergency shelter the caller must be a current victim of domestic abuse in need of safe, confidential emergency shelter. The hotline worker uses a screening tool to determine qualification for shelter.

4. How do you ensure that your programs are accessible to all, inclusive and culturally appropriate? All residential programs operated by WHBW are accessible to people with physical limitations, to people who are blind and to the deaf and hard of hearing. Members of the deaf community access the hotline by TTY and Video Phone. Non-English speaking individuals have immediate access to an interpreter when they call the hotline. WHBW has Spanish speaking individuals on staff and efforts are currently underway to translate our brochures and literature into different languages.

5. What steps has your organization/board taken in the past year to become more culturally competent? Members of staff and board participated in the We All Belong initiative coordinated by the Burlington CEDO office. Staff and Board attended trainings and affinity groups throughout the year. We established an internal Cultural Competency committee which met periodically to review policies and monitor progress on established goals. Because we have seen a dramatic increase in the need for services in Burlington's refugee and new American populations, many of our efforts have been focused on increasing accessibility for those populations.

V. Budget / Financial Feasibility

1. Project Budget

Line Item	CDBG Funds	Other	Total
Complete renovation of shelter kitchen	\$ 17,342	\$ 0	\$ 17,342
Built-in microwave/range hood and built-in dishwasher	\$ 1,799	\$ 0	\$ 1,799
2 Refrigerators purchased by WHBW	\$ 0	\$ 3,000	\$ 3,000
Donated electrical range reused	\$ 0	\$ 0	\$ 0

2. Funding Sources

	Project		Agency	
	Current	Projected	Current	Projected
CDBG	\$ 0	\$ 19,141	\$ 0	\$ 19,141
State (specify)				
VCCVS Legislative Allocation	0	0	0	0
VCCVS Omnibus Fund	0	0	0	0
General State Homeless Fund	0	0	0	0
Vt Human Svcs Facilities Grant	0	0	0	0
Vt Network Travel Reimbursement	0	0	0	0
Federal (specify)				
Legal Assistance to Victims Grant	0	0	0	0
OJP Transitional Housing Program	0	0	0	0
OJP STOP Grant	0	0	0	0
OVW Advoc /Respond to Youth Grt	0	0	0	0
OVW Youth Grant	0	0	0	0
OVW Grants to Encourage Arrest Pol	0	0	0	0
Children's Trust Fund	0	0	0	0
CDBG Capital Grant	0	0	0	0
Victims' of Crime Act	0	0	0	0
Supportive Housing Advocacy Program	0	0	0	0
Family Violence Prevention Svcs Act	0	0	0	0
Emergency Food Shelter Program	0	0	0	0
United Way	0	0	0	0
Private (specify)				
Private Foundations	0	0	0	0
Community Fundraising	0	3,000	0	3,000
Miscellaneous	0	0	0	0
Program Income	0	0	0	0
Other (specify)	0	0	0	0
Total	\$ 0	\$ 22,141	\$ 0	\$ 22,141

3. Of the total project cost, what percentage will be financed with CDBG?

$$\frac{\$19,141}{\text{CDBG Funding}} \div \frac{\$22,141}{\text{Total Project Cost}} = 86\% \text{ Percentage}$$

4. Of the total project cost, what would be the total cost per person?

$$\frac{\$22,141}{\text{Total Project Cost}} \div \frac{463}{\text{\# Proposed Beneficiaries}} = \$47.82 \text{ Cost Per Person}$$

5. Why should CDBG resources, as opposed to other sources of funding, be used for this project?

The emergency shelter is a graceful Burlington home built in 1910. It is located in a historic residential district of Burlington and thus, it makes sense that CDBG funds passing through the City of Burlington should be used for this renovation project.

6. Describe your use of community resources. Include any resources not listed in your budget.

For this project we have received donated items, such as a new stove. We will also use money raised from the community to purchase refrigerators (we need 2 new ones) and other appliances not covered by CDBG funds. Caleb Construction which will be doing the actual renovation work discounts some of its services.

7. Has your organization experienced any significant changes in funding levels during the past year? X Yes ____ No

If Yes, please explain. Two major federal grants (GEAP and LAV) were not renewed for FY13. Private foundations have decreased giving as the economic recession catches up to foundation giving. State and local funding has either been level funded or decreased, not keeping pace with increased demand for services.

8. What cost-cutting measures has your organization implemented? Staff did not receive raises or bonuses in FY12, nor do we anticipate raises in FY13. The Executive Director, Grants Manager and Director of Finance all decreased their hours; two departing advocates were not replaced. Several line items in the budget were reduced. In addition, staff now contributes toward the cost of health insurance.

VI. Community Support / Participation

1. What other organizations or key individuals (if any) have given support to this project?

Caleb Construction

2. How are the community or program participants involved in decision-making and/or identifying the program need, design and/or evaluation?

n/a

VII. Readiness to Implement

1. Is the project ready to begin on July 1, 2013 and be completed by June 30, 2014?

X Yes ____ No

If not, what are the expected start and completion dates?

2. List any conditions (i.e., obtaining permits, availability of other funding, etc.) that may affect your ability to begin or complete this project. Immediately upon hearing of the funding decision we will apply for permits

VIII. Impact / Evaluation

1. Describe how this project will effectively measure outcomes. Burlington residents fleeing domestic violence have access to a fully functioning, adequate communal kitchen while staying on the emergency shelter. The new kitchen will have more counter space, more cupboard space and newer cleaner appliances, including new refrigerators. These outcomes will be easy to measure; when the kitchen is completed we will be able to determine if the space is adequate to meet shelter demand.

2. What strategies will you implement to collect the data necessary to analyze your results?
n/a

3. How are clients better off as a result of your program?

Shelter residents will have a bright, clean and more spacious kitchen to use while they live at Shelter. The appliances will be new and in working order. As residents recover from trauma, every effort to improve the comfort of the communal living space has a positive effect.

IX. Sustainability

1. How will this project have a long-term benefit to the City of Burlington? If this project ends, will that benefit continue? This project will end once the renovations are completed. The benefit will continue for years to come.

2. Provide evidence of long-term support for this project.

n/a

3. If CDBG funding ends, will the project be able to continue?

n/a